

Human Resources

TEAM STAFFING

The City Attorney could not meet the legal needs of the City without the dedicated efforts of his support staff. Our Office takes a team approach to our work, valuing our teams of specialists who bring diverse talents and skills to our duties. Led by our director of human resources and administrative services, our non-attorney staff of 150 outstanding employees is critical to the success of our day-to-day operations.



Non-attorney Staff

Our investigators, legal assistants, and librarian work closely with deputies to gather evidence, organize and analyze documents, and perform legal research. Our management analysts are responsible for financial planning, purchasing equipment, and supervising work flow. Our information services staff provides the technical support that is taking us into the twenty-first century. Our legal secretaries, word processing operators, and clerical supervisors and assistants provide the administrative support without which we could not keep pace with our heavy caseloads.

In our Criminal Division, our court support clerks link our office to the courthouse. Our discovery clerks and public information clerk link our office to the public. Our dispute resolution officers mediate appropriate cases, reconciling parties and helping us properly use our resources. And our victim witness advocates provide emotional support to crime victims and witnesses, and help victims obtain resources from San Diego's social service agencies.

The City Attorney is committed to developing and maintaining this outstanding team. To enhance our working relationships, we now bring together our entire staff of 260 people in two officewide meetings each year.

INTERNS AND VOLUNTEERS

The City Attorney has an active internship and volunteer program. Many of our interns and volunteers are undergraduates and law students. Others vary from high school students to retired senior citizens. Internship and volunteer positions are available in both our Criminal and Civil Divisions.

Each year, more than twenty law students work in our Criminal Division, interning through their law schools' clinical programs or working as volunteers. Many of the law students are certified by the State Bar of California to appear in court and try infractions and argue misdemeanor motions. Our Child Abuse and Domestic Violence Unit often has student interns from across the country. School counselors have identified our Office as one of the best places in the country to get experience handling domestic violence cases.

Undergraduates, enrolled in psychology, criminal justice, women's studies, and other programs, work with our victim advocates. We also have volunteers who are not students, including retired seniors and developmentally disabled adults, who help our administrators with clerical and other tasks.

In the Civil Division, we have interns and volunteers supervised by our deputies, investigators, legal assistants, law librarian, and data systems coordinator.

RECRUITMENT

Under the City Charter, all assistant and deputy city attorneys are appointees of the elected City Attorney and serve at his will. When City Attorney Casey Gwinn took office, he appointed a staff of 115 attorneys. He appoints new deputies to his staff approximately every six months. Helping the City Attorney recruit first-rate deputies and law students are a hiring attorney, a recruiting coordinator, and an employment committee made up of deputy city attorneys.

The City Attorney recruits nationwide. He looks for broad background experience and distinguished academic achievement. Each year, we receive more than one thousand résumés from law students and practicing attorneys to fill our legal intern and deputy positions. Many of our applicants are law students or are newly-admitted to law practice. Others are attorneys with significant legal experience. Our deputies represent law schools from all over the country. Besides conducting on-campus interviews at

San Diego law schools, we conduct interviews at job fairs from Los Angeles to Dallas, Texas.

All new deputy city attorneys begin as prosecutors in our Criminal Division. They regularly make court appearances and get extensive jury trial experience. After deputies have substantial training and trial work, they may apply for positions in the Civil Division. All lawyers in the Office, including the City Attorney himself, were at one time Criminal Division prosecutors.



Attorney Staff

The City Attorney values diversity and is committed to hiring a work force that reflects the City we serve. The City Attorney's Office is listed in the National Association for Law Placement's *National Directory of Legal Employers*.

RESOURCE TELEPHONE NUMBERS

Deputy City Attorney and Legal Intern Recruitment	(619) 533-5665
City of San Diego Job Line	(619) 682-1011
City of San Diego Application Information	(619) 236-6467
City Attorney Home Page: http://www.sannet.gov/city-attorney	

The San Diego City Attorney's Office is pleased to acknowledge the generous financial support of Cubic Corporation, whose contribution to the City of San Diego made the publication of this *Office Profile* possible. Copyright © 1998